



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

JUN 16 2008

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MEMORANDUM FOR SEE DISTRIBUTION

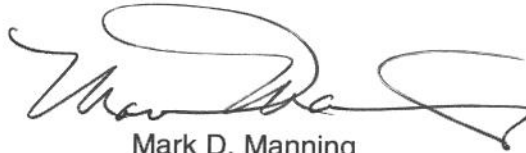
SUBJECT: Implementation of Section 324 of the National Defense Authorization Act for Fiscal Year 2008 (Pub. L. 110-181)(FY 2008 NDAA)—Guidelines and Procedures on In-sourcing New and Contracted Out Functions -Update 1

1. Reference Memorandum, Assistant Secretary of the Army, Manpower and Reserve Affairs, Subject as above, 8 May 2008.
2. Enclosed is the revised quarterly reporting format we will use to comply with the National Defense Authorization Act (NDAA) reporting requirements described in reference. This report helps us to comply with the Congressional reporting requirements to identify all personal services contracts and to further review these contractual arrangements to eliminate unauthorized personal services contracts. Commands/HQDA Principals should identify all authorized personal services contracts, citing the statutory authority they are relying on for this arrangement.
3. Commands/HQDA Principals should address any special issues, long term plans or accomplishments in complying with these requirements in their cover memo. We plan to use this material in briefing Congressional staff, DoD Inspector General staff and in our updates to the Secretary of the Army. Used in this way, this report eliminates the need for the concept plan described in paragraph 5 of the above reference when contracting "closely associated with inherently governmental functions" or performing contract requirements within government facilities. This does not eliminate the requirement for concept plans to obtain civilian authorizations when in-sourcing a contracted function.
4. Accordingly, in their cover memoranda, Commands/HQDA Principals should describe the actions they are taking to eliminate or address the conditions that increase the likelihood of contracting unauthorized personal services contracts, and any challenges they are facing in addressing this issue. Similarly, Commands/HQDA Principals should describe their plans for reducing reliance on contracts that are "closely associated with inherently governmental functions" through in-sourcing, and outline the procedures that will be used to preclude inherently governmental functions or unauthorized personal services from being inadvertently performed by contractors. This explanation may be rolled up at the functional level across an entire command/organization and address the mix of military, civilian employee and contract personnel performing the function.

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4. The points of contact for this action are Dr. John Anderson, 703-693-2119, and Ms. Eileen Ginsburg, 703-693-2109.



Mark D. Manning
Special Assistant
(Manpower and Resources)

Encl

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